

JRCOSTEP allows students to gain valuable professional experience with the PHS early in their education. They serve in assignments throughout the country during their official academic breaks for periods of 31 to 120 days. These assignments occur in 3 rotations throughout the year, summer (May 1-August 31), spring (Jan 1 – April 30), and fall (Sept 1 – Dec 31), with most being hired for the summer months (May, June, July, August). Upon completing his/her professional education, the student may serve an extended active-duty assignment with any of the agencies/programs that hire PHS commissioned officers. Those who go on to a career in the Commissioned Corps are credited for their JRCOSTEP time for pay and retirement purposes. JRCOSTEPS do not have an obligation to serve in the Commissioned Corps after graduation.

**Eligibility:** To be eligible for JRCOSTEP, an applicant must meet all of the following criteria:

1. Be a US citizen
2. Be under 44 years of age by the time he/she is eligible for call to active duty
3. Meet the medical requirements
4. Have completed one of the following:
  - a. at least 1 year of study in medical, dental, or veterinary school
  - b. at least 2 years of study in a professionally-accredited baccalaureate program in an approved discipline
  - c. be enrolled in a master's degree or doctoral program in a health – related field
5. Return to college or to a post-graduate training program in a commissionable profession immediately following participation in JRCOSTEP
6. Be enrolled full time in an accredited program of study
7. Be free of any obligation or responsibility that would conflict with appointment to call to active duty in the PHS Commissioned Corps

**Pay/Benefits:** JRCOSTEPS receive the basic pay and allowances of an O-1(Ensign) Officer unless they have at least 4 years +1 day of prior military experience, then they are paid at the O-1E level. Healthcare is restricted to emergencies and space available care at a military/medical treatment facility. Annual leave is accumulated at a rate of 2.5 days/month and all annual leave must be used during the officer's active duty tour or be forfeited. Upon completion of tour, officer becomes an inactive reserve member and continues to accrue credit towards their base pay.

**Selections Process:** Recommended deadlines for JRCOSTEP applications are as follows: Spring- September 30<sup>th</sup> (Jan1-April 30), Summer-December 31<sup>st</sup> (May 1-August 31), Fall-April 30<sup>th</sup> (September 1-December 31<sup>st</sup>). All applications are reviewed by OPDIVS who select as many applicants as they need. OPDIVS contact applicants to explain the duties of the assignment, nature of the assignments, specific location and offer them an assignment. The applicant has three days in which to accept or decline the assignment.

**Preceptor Responsibilities:** Preceptors are assigned to the JRCOSTEPS after selections have been made and prior to his/her arrival. Preceptors are responsible for identifying problems, overseeing COSTEP projects, and orienting COSTEPs to the facility and organization. Their primary role is to work as the COSTEP supervisor and act as the liaison between the JRCOSTEP, the agency, OPDIV, and DCP.

**Mentor Responsibilities:** JOAG Mentors will be assigned to JRCOSTEPS after selections have been made and prior to his/her arrival. Mentors will be assigned based upon PAC category and geographical location. The mentors' primary role will be to maintain contact and establish an open dialogue with the officer and to review information with them regarding uniforms, protocols, and customs, etc.

## Application Process

- \_\_\_ 1. Obtain application from website or DCP
  - \_\_\_ a. Application (PHS-50)
  - \_\_\_ b. Reference Forms (4) (PHS-1813)
  - \_\_\_ c. Medical Form
    - \_\_\_ JRCOSTEPS – ( DD form 2807-1) to include instruction sheet
    - \_\_\_ SRCOSTEPS – MEPPS Medical Packet (this packet to mailed to applicant only upon notification of selection)
  - \_\_\_ d. Appointment Affidavit (PHS 5141) – oath of office
  - \_\_\_ e. Direct Deposit Form (1199A) or copy of a voided check
  - \_\_\_ f. GI Bill (PHS 6273) – Senior COSTEPS only
- 2. Additional Forms – Official Transcripts
- \_\_\_ 3. Submit completed documents
- \_\_\_ 4. Check status of application and verify receipt of all documents on web
- \_\_\_ 5. Selection period/process
  - \_\_\_ a. Agency/OPDIVS review applications and make selections
  - \_\_\_ b. Agency contacts applicants and make offer
  - \_\_\_ c. Applicant accepts/declines
    - 1. If applicant declines, nothing negative occurs, and applicant is placed back into pool and repeats step 5a
    - 2. If applicant accepts, Agency contacts DCP
  - \_\_\_ d. DCP contacts applicant by mail.
- \_\_\_ 6. Completed application goes before appointment board
- \_\_\_ 7. Medical Clearance
- \_\_\_ 8. Upon receipt of PHS1662 (Request for Call to Active Duty) from Agency called to duty orders will be processed.
- \_\_\_ 9. **REMINDER: Applicants are not to travel to duty station prior to receiving Call to Active Duty Orders.**

Note<sub>1</sub>: The Agency is the first authority to notify the applicant of selection. DCP will contact them only after the selection notification has taken place. DCP does not make any selections, placements, or provide funding.

Note<sub>2</sub>: Applicants for JRCOSTEP who are currently in the next-to-last year of their professional education may also apply for SRCOSTEP. To apply for both programs, you may submit a single application packet.

